



Organised by **FMM INSTITUTE** (475427-W) **Perak Branch**
Centre For Professional Development

**SBL-KHAS
Scheme**

EFFECTIVE INVENTORY / STOCK CONTROL SYSTEM

📅 OCTOBER 25 & 26, 2021 (MONDAY & TUESDAY)

🕒 8:45AM – 5:00PM

🖥️ REMOTE ONLINE LEARNING VIA ZOOM



This course deals with all aspects of inventory and warehouse operations. Through this course participants will be introduced to tracking, handling and managing inventory and stock. This course will also cover inventory analytics and advanced stock control methods to reduce obsolescence and redundancy.

...OBJECTIVES...

Upon completion of the course, participants should be able to:

- ❖ Recognize the most common issues in managing inventory and stock
- ❖ Establish method of inventory monitoring & inventory tracking
- ❖ Collect data, conduct inventory analysis & suggest problem solutions
- ❖ Suggest inventory/stock control process and system

...WHO SHOULD ATTEND...

This session is designed for Warehouse Personnel, Purchasing & Administration Personnel, Logistic & Distribution Personnel, Material Planner, Quantity Assurance and Quality Control Personnel, Accountant and Auditor who want to take an aggressive, hands-on approach in dealing with inventory management.

TRAINING METHODOLOGY

Lecture, Group Discussion, Case Study

...TRAINER...

PUAN SITI ZALEHA BINTI ISMAIL possesses an MBA from UKM, a BBA (Hons) in Retail Management and a Diploma in Banking, both from UiTM. She has more than 15 years of working experience in the fields of training and development, retail, purchasing and procurement. She began her career with Guardian Pharmacy as a Retail Executive and moved on to PLUS Expressway Bhd as the Management Executive (Contract & Procurement) and grew steadily to be the Assistant Manager of Purchasing and Inventory. She was also the Head of Department/Deputy Senior Manager Group Human Resources of an Oil and Gas Services Company.

PUAN SITI, a certified trainer registered with PSMB has been actively involved in public training since 2003 and her area of expertise includes Organizational Development/Change Management, Training & Development, Purchasing, Supply Chain Management, Logistic Management and Retail Management. Pn Siti has conducted various training programs such as Retail Management, Logistic Management, Marketing Management, Purchasing & Inventory Management, Effective Purchasing Assistant/ Storekeeper, Supply Chain Management, Inventory Control and others Inventory, Purchasing and Retail related courses and motivational courses. She was the Internal Trainer for Plus Expressway and has conducted numerous purchasing and inventory related for its employees. On top of that, she was also invited to conduct training on Mind Aviation/ Motivational and Cross Cultural, Gender & Religion for National Service Program. She is also a part-time Lecturer for open University Malaysia and Institut Putra, Malacca. In the past, she has conducted Training Courses for OPEN University Malaysia, Institut Putra Tell Asia Consulting, KL, Starza Corporation Sdn Bhd, PLUS, and Projek Lebuhraya Utara-Selatan Berhad.

...COURSE CONTENTS...

INTRODUCTION

- Inventory VS Stocks
- Why Inventory Management is critical to your business?
- Inventory Control. How companies control inventory?

INVENTORY MANAGEMENT PROCESS

- Inventory Recording & Tracking
- Inventory Data & Inventory Planning
- Inventory Acquisition
- Warehouse Operation Process
- Inventory Identification Method
- Managing Physical Inventory

INVENTORY ANALYTICS

- Inventory Accuracy
- Inventory Categorization
- Inventory Cost
- Inventory Valuation & Assessment
- Inventory Performance

PROBLEM IDENTIFICATION & PROCESS IMPROVEMENT

- As Is Process
- 80:20 Principles
- Risk Register & Risk Assessment
- 4W1H

CONTROL SYSTEM : INTERNAL-EXTERNAL CONTROL

- Managing Contracts and Agreement
- Vendor Management
 - ✓ Bulk Purchasing
 - ✓ Vendor Managed Inventory (VMI)
 - ✓ Outsourcing
 - ✓ Just-In-Time

CONTROL SYSTEM : INTERNAL CONTROL

- Inventory Management Policies, Procedures and SLA
- Managing Inventory Level
- Inventory Control Mechanism
 - ✓ Fixed & Random Location
 - ✓ FIFO, LIFO & FEFO
 - ✓ Kanban & Bin System
- Operational, Compliance & Financial Audit

For further details, please contact **Ms Nicole / Ms Divya / Pn Eda / Ms Harvindar**
☎ (05) 548 8660 📠 (05) 548 8221 ✉ fmmperak@fmm.org.my

...COURSE DETAILS...

Date **October 25 & 26, 2021 (Monday & Tuesday)**
Time **8.45am - 5.00pm**
Platform **Remote Online Learning via Zoom**
Medium of Instruction **English**
CPD **14 hours**
Fees **Members RM636.00/pax**
Non-Members RM795.00/pax
(Fees inclusive of Service Tax at 6%, Downloadable Course Materials and Certificate of Attendance)

- ❖ *Download and install ZOOM app on your laptop/desktop before the programme*
- ❖ *Good Internet / Wi-Fi connectivity*
- ❖ *Access Links will be provided upon confirmation of the programme*

...ADMINISTRATIVE DETAILS...

DISCLAIMER

The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.

REGISTRATION

- Upon **Faxing/Mailing** the completed **Registration Form** to FMM Institute, you are **deemed** to have read and **accepted** the terms and conditions. The **course** would also be **deemed** as **confirmed** unless informed otherwise.
- Will be based on First-Come-First served basis.

PAYMENT

- **Cheques** made in favour of "**FMM Institute**" should be forwarded to FMM Institute Perak.
- For **SBL-KHAS Scheme**, an **Attendance of 100%** is a **must**, in any case, **employers will be billed in full**.
- FMM Institute SST Registration No. **W10-1901-32000105**

CANCELLATION

- Must be in Writing with Reasons
- 7 days before the course – No payment charged
- 3 – 6 days before the course - 50% payment charged
- < 3 days before the course – Full payment charged
- Participants who did not turn-up will be charged full payment
- Replacements can be accepted at no additional cost

~ Registration Form ~

EFFECTIVE INVENTORY / STOCK CONTROL SYSTEM

Closing Date:
OCTOBER 18, 2021

FMM Institute
No 1, Lorong Raja DiHilir, 30350 Ipoh, Perak

Fax: 05-5488221

Dear Sir / Madam, please register the following participant(s) for the above programme.

Name	Designation	NRIC
1.		
2.		
3.		

(Please attach a separate list if space is insufficient)

We hereby confirmed that *(Please tick (✓) in appropriate box):-*

- We **will be claiming under SBL-Khas Scheme** and full payment would made to FMM Institute in the event that no disbursement from HRDF under any circumstances
- We will **NOT BE CLAIMING under SBL-Khas Scheme**. Enclosed cheque/bank draft No _____ for RM _____ being payment for _____ participant(s) made in favour of the "**FMM Institute**".

Submitted by:

Name:

Designation:

Company:

Tel:

Fax:

Address:

Email:

FMM Membership No